

MONTANA COMPREHENSIVE ASSESSMENT SYSTEM
TESTING IRREGULARITY REPORT (TIR)

The Montana Comprehensive Assessment System requires that the test questions remain secure. To maintain the security of the tests, only authorized persons are permitted to use the test questions and reading passages. With the exception of questions and reading passages released by the Montana Office of Public Instruction with official reports and on the OPI Web site, all test questions, as well as reading passages and performance tasks, are to be regarded as secure instruments and are for the sole purpose of the MontCAS. Testing personnel should not reproduce, discuss, or in any way release, share or distribute the test questions, reading passages, or performance tasks. Any other use of these materials may constitute a security breach **that could invalidate student scores and impact AYP determinations.**

Below are definitions and examples of security breaches.

Testing irregularity:

- Any event (before, during, or after testing) that could potentially impact the security of the test or the accuracy of the test data
- Includes any actions or precautions that vary from directions specified by testing contractor manuals or the OPI.

Secure test materials:

- Test booklets, answer documents, and other materials as defined by the OPI and testing contractors that must remain secure to preserve the integrity of the test.
- Materials must be kept in a secure location and not copied.

Security Breach:

- Test materials copied or not kept in a secure location.
- A violation of a testing procedure that gives an unfair advantage to a student or group of students and could jeopardize the security and integrity of the tests and/or resulting data.
- All test booklets and answer booklets must be returned to Measured Progress on time. Late or missing booklets constitute a serious security breach and could result in the invalidation of student results for schools and/or systems.

Coaching:

- A security breach that gives an unfair advantage to a student or group of students.
- The coaching security breach includes providing answers to students, changing student responses, or influencing student responses to test questions by offering hints, clues, cues, facial expressions, nods, voice inflections or any other manner of assistance that could impact a student's answers.

Please complete the following for a single incident.

Date: _____
School: _____ District: _____
Person completing form: _____
Position: _____ Telephone: _____
Name of School Principal: _____
Name of System Test Coordinator: _____
Date of incident: _____
Grade (s) _____
State student ID(s)—no student names please _____

The testing irregularity/possible security breach occurred during:

- | | | |
|---|---|---|
| <input type="checkbox"/> CRT Reading Part 1 | <input type="checkbox"/> CRT Reading Part 2 | <input type="checkbox"/> CRT Reading Part 3 |
| <input type="checkbox"/> CRT Math Part 1 | <input type="checkbox"/> CRT Math Part 2 | <input type="checkbox"/> CRT Math Part 3 |
| <input type="checkbox"/> CRT Science Part 1 | <input type="checkbox"/> CRT Science Part 2 | <input type="checkbox"/> CRT Science Part 3 |
|
 | | |
| <input type="checkbox"/> CRT-Alt Reading | | |
| <input type="checkbox"/> CRT- Alt Math | | |
| <input type="checkbox"/> CRT-Alt Science | | |

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1. Please describe the test irregularity and how it happened.

2. Please indicate the names and positions of the individuals (not the student names; instead provide the state student ID in the space provided above) involved.

3. Which testing guidelines were not followed?

4. What action did you or other involved individuals take to resolve this situation?

5. Are other individuals aware of this irregularity? If yes, please list.

6. What action could be taken to prevent future test irregularities of a similar manner?

Please retain a copy of this form for your records and submit copies to your principal, your system test coordinator, and the State Assessment Director: Judy Snow P.O. Box 202501, Helena MT 59620-2501 FAX 406-444-0743.

You may elect to send a copy only to the State Assessment Director. Please see above for contact information.